Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development, USAID/Guinea & Sierra Leone, is seeking applications of qualified U.S. Citizens interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

Offers must be in accordance with the Attachment of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

/signed/
Ifeoma Ezeh
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72063620R00001

2. ISSUANCE DATE: May 01, 2020

3. CLOSING DATE & TIME FOR RECEIPT OF OFFERS: May 15, 2020 at midnight local Time (GMT – Sierra Leone)

4. POINT OF CONTACT: HR TEAM at conakrypscjobs@usaid.gov

5. POSITION TITLE: PROGRAM ADVISOR

6. MARKET VALUE: GS-14 ($92,977.00 to $120,808.00) is the equivalent market value for this position. Final compensation will be negotiated within the listed market value. Salaries over and above the top of the pay range will not be entertained or negotiated.

7. PERIOD OF PERFORMANCE: One year with three renewable one-year option periods. The base period will start on or about 08/27/2020 and end on or about 08/26/2021. Based on Agency need, the Contracting Officer may exercise additional option periods for the dates estimated as follows:

<table>
<thead>
<tr>
<th>Base Period:</th>
<th>08/27/2020 – 08/26/2021</th>
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<tbody>
<tr>
<td>Option Period 1:</td>
<td>08/27/2021 – 08/26/2022</td>
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<tr>
<td>Option Period 2:</td>
<td>08/27/2022 – 08/26/2023</td>
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<tr>
<td>Option Period 3:</td>
<td>08/27/2023 – 08/26/2024</td>
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Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.

8. PLACE OF PERFORMANCE: Freetown, Sierra Leone with travel to Conakry, Guinea.


DEFINITION OF A U.S. CITIZEN:

A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

"U.S. Resident Hire Personal Services Contractor" ("PSC") means a U.S. citizen who, at the time of hiring as a PSC, resides in the Cooperating Country:

(1) As a spouse or dependent of a U.S. citizen employed by a U.S. Government Agency or under any U.S. Government-financed contract or agreement, or

(2) For reasons other than for employment with a U.S. Government Agency or under any U.S. Government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes a person who at the time of contracting, is a lawfully admitted permanent resident of the United States.

10. SECURITY LEVEL REQUIRED: FACILITY ACCESS
STATEMENT OF DUTIES:

BACKGROUND:

USAID’s Office of Sierra Leone Coordination (OSLC), located in Freetown, is part of the USAID Guinea & Sierra Leone Mission. The Freetown team (the USAID OSLC) comprises a team of 10 who work closely with technical and support offices in Guinea, Senegal, Ghana and Washington, DC. The OSLC manages a portfolio that spans multiple Health accounts -- the U.S. President’s Malaria Initiative (PMI), the Global Health Security Agenda (GHSA), ongoing Ebola account activities, Maternal & Child Health, Family Planning, and Neglected Tropical Diseases -- in addition to Democracy & Governance, Energy, Environment and Agriculture projects. USAID also works to counter Gender-Based Violence and Child Blindness in Sierra Leone with Education, Health and Governance funding.

USAID’s Guinea-Sierra Leone Mission requires the contracted services of a development assistance expert with strong interpersonal and organizational skills to provide programmatic and administrative support to the USAID/Sierra Leone team in its implementation of US foreign assistance.

SUMMARY OF DUTIES:

Reporting to the U.S. Direct Hire (USDH) Country Program Coordinator based in Freetown, Sierra Leone, the Program Advisor supports all program office functions, including procurement, program activity design, program management, implementation, budgeting, strategy development, donor coordination, monitoring and reporting for the Sierra Leone portfolio.

The Program Advisor supervises two CCN staff positions that provide cross-cutting administrative and programmatic support to the USAID/Freetown team.

The job will require periodic travel to Conakry, Guinea to liaise and coordinate with technical and support offices located there. The Program Advisor works closely with USAID/Guinea’s Program Office, to ensure that activities planned and implemented remain consistent with USAID’s policies and strategy for Sierra Leone.

The Program Advisor will work with the USAID Country Program Coordinator to facilitate continuous communication and coordination across the technical, program, contracting, legal and financial offices in Freetown, Conakry, and Dakar, as well as liaise with USAID/Washington.

MAJOR DUTIES AND RESPONSIBILITIES

A. The Program Advisor will work with the Program Office in Conakry and the CCN Program Development Specialist in Freetown to establish systems for monitoring of all awards being implemented, ensuring that results are in line with USAID guidance and regulations. This will involve updating a Performance Monitoring Plan for USAID/Sierra Leone and ensuring regular field visits and data quality assessments for indicators that are being used to measure performance.

B. Specific functions may include, but are not limited to:

Management of Program Cycle: (60%)

Budget Development & Oversight – 10%

• Lead OSLC’s budget planning, analysis, and reporting through USAID’s planning and reporting tools, ensuring budget oversight in consultation with the USAID Country Representative and team in Sierra Leone.
• Support technical teams and OFM financial analysts in preparing financial reviews, incremental funding, and other implementation follow-up actions.
• Prepare and disseminate user-friendly budget information to Mission teams and management.
• Prepare funding memos.
• Communicate with the USAID Mission in Guinea and USAID/Washington on budget and funding requests.
• Ensure compliance with pre-obligation requirements.
• Represent USAID on Embassy/Freetown’s ICASS Budget Committee.

Planning and Reporting - 15%
• Prepare annual planning and reporting documents such as Operational Plans, Mission Resource Requests, and Performance Plan and Reports (includes providing guidance, coordinating preparation, editing, quality control, data entry), and other ad hoc budget tasks. Guide the USAID AOR/COR staff in ensuring program oversight and accountability.
• Prepare relevant sections of Congressional Budget Justifications, Congressional Notifications, and other report narratives.

Strategy Development - 10%
• Lead strategy development and review for OSLC strategy documents. This includes working with the U.S. Government interagency team in developing the Integrated Country Strategy, and guiding the USAID OSLC team in developing a Country Strategic Framework, Results Framework, and other strategic documents. Assist the team with preparation of Development Objective Grant Agreements (DOAGs) between USAID and host country government, based on relevant strategy documents, knowledge of the National Development Strategy, and knowledge of USAID programming modalities.

Activity Implementation and Design - 15%
• Ensure close coordination and consultation between USAID’s OSLC in Freetown and USAID Contracting Officers in Senegal and Guinea, including regular procurement planning and monitoring meetings.
• Assist technical teams with activity design.
• Review acquisition and assistance requests in USAID’s GLAAS system.

Monitoring, Evaluation, and Learning - 10%
• Coordinate with the Monitoring, Evaluation, and Learning team in Guinea on planning portfolio reviews, DQA assessments, and other learning tasks.
• Provide support to OSLC technical teams during program portfolio reviews, performance monitoring visits, and evaluation and learning assessments.

Program Office Management: (40%)
• Oversee Administrative support to the USAID/Freetown team and Temporary Duty (TDY) colleagues through the direct supervision of one Project Management Assistant. This includes Information Technology support to the OSLC and maintaining an Office record system, including electronic files.
• Oversee cross-cutting Private Sector Engagement support to the OSLC by directly supervising one Project Development Specialist.

SUPERVISORY RELATIONSHIP:

Supervision Received: The contractor will work under the direct supervision of the USDH Country Program Coordinator or her/his designee.

Supervision Exercised: Supervise two CCNs: one Development Program Assistant and one Development Program Specialist for Private Sector Engagement.
12. **PHYSICAL DEMANDS:** The work does not involve undue physical demands but travel to worksites and other offices is occasionally warranted.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, an applicant must have the following minimum qualifications.

**EDUCATION:** A Masters degree in International Development, Public Administration or Business Management or a related degree is required.

**WORK EXPERIENCE:** Minimum ten years recent experience in international development and/or program management. Experience in managing programs or projects domestically or internationally is required. Relevant experience in programming and managing programs is acceptable, with international foreign assistance program experience a plus. Knowledge of USAID foreign assistance and how it is programmed is preferred. Relevant experience in West Africa in general or internationally is preferred.

**III. EVALUATION AND SELECTION FACTORS:**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at https://www.acquisition.gov/browse/index/far.

(a) **Selection Process**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates may be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter; USAID will delay such reference checks pending the applicant’s concurrence.

(b) **EVALUATION FACTORS AND BASIS OF RATING:**

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks.

Applicants who are applying for this position must fully meet the education (graduated and degree and/or diploma already received) as specified and work
experience requirement. There is no exception for meeting the minimum requirements.

**Factor #1**
In 500 words, outline the strategic and analytical skills you would demonstrate to lead the design and implementation of a program strategy in challenging environments for an international organization, non-governmental organization or government entity.

**FACTOR #2:**
In 500 words, outline how you have demonstrated knowledge in the coordination of private sector engagement. Provide examples of your success in one or more of the position’s responsibilities: development and management, planning, communications skills, leadership skills, effective working relationships with senior USG and host country officials, proven skills in capacity building and mentoring local staff in a developing country.

**FACTOR #3:**
In 500 words outline how you have demonstrated an ability to work independently, manage competing and/or complex situations, monitoring & evaluation, activity/sector/partner coordination, etc. Demonstrable skills in program management and administration to develop and implement effective foreign assistance program activities, including financial and human resources management.

Evaluation Factors have been assigned the following points:

- Factor #1: 20
- Factor #2: 25
- Factor #3: 25
- Total possible points: 70 Points

**FACTOR #4 – Interview Performance (30 points)**

**TOTAL POINTS: 100**

Professional reference checks will be conducted but yield no points.

**IV. SUBMITTING AN OFFER:**

All applications must be submitted electronically by e-mail with the subject line – **SOL - 72063620R00001 – RESIDENT-HIRE PROGRAM ADVISOR** to conakrypscjobs@usaid.gov

Attention: Supervisory Executive Officer

USAID/Guinea & Sierra Leone

- Eligible offerors are required to complete and submit the offer form AID 309-2, “Offeror information for Personal Services Contracts,” available at http://www.usaid.gov/forms/

(Note: All offerors must submit complete dates (months/years) and hours per week for all positions listed on the Form a309-2 to allow for adequate evaluation of your related and direct experiences.)

- Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 4.
• Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

• Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

• Offerors must provide a minimum of three and a maximum of five references within the last five years of the applicant’s professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide substantive information about his/her past performance and abilities. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

• Application letters and Form a309-2 must be signed. Incomplete and unsigned applications/forms will not be considered. ALL DOCUMENTS MUST BE PREPARED AND SUBMITTED IN ENGLISH.

The final selected candidate must obtain security and medical clearances within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at: http://www.usaid.gov/forms/

2) Medical History and Examination Forms (DS-6561 and AID Form 1420-62). *
3) Questionnaire for Sensitive Positions (for National Security)(SF-86), or *
4) Questionnaire for Non-Sensitive Positions (SF-85). *
5) Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

Based on employment category, a temporary security clearance must be obtained prior to contract start date.

VI. BENEFITS/ALLOWANCES:

In accordance with CIB 99-15, "Resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances." As a matter of policy, and as appropriate, a Resident-Hire Contractor is authorized the following benefits:

(a) Employer's FICA Contribution
(b) Contribution toward Health & Life Insurance (except spouse of a current or retired Civil Service, Foreign Service, Military Service and who is covered by their spouse’s Government health insurance policy for health or life insurance under this contract)
(c) Pay Comparability Adjustment
(d) Annual Increase (pending a satisfactory performance evaluation)
(e) Annual and Sick Leave
VII. FEDERAL TAXES: USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income Taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:


4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, physical handicap, genetic information, age or membership or non-membership in an employee organization, retaliation, parental status, military services, or other non-merit factor.

END OF SOLICITATION